

**HEARST** television inc**RECEIVABLES CREDIT/DEBIT MEMO FORM**

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	October 16, 2012	
Station:	WPBF	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	Media Strategies and Research	
Advertiser:	Frankel/D/Congress	
Invoice #	950277	Net Invoice Amount \$ 24,730.75
Invoice Date		Amount Paid \$ 25,113.25
		Adjustment to Gross Billing \$ 450.00
		Adjustment to Net Billing \$ 382.50
AE Name:	WPBF House National	
SM Name:	Devin Horenstein	
Reason for DEBIT/CREDIT:	ORDER INPUT ERROR	Drop Down
	(Field Required - must use drop down list)	

**EXPLANATION (Please explain in detail):**

Spot was entered at \$0, should have been \$450 gross, approved by agency

Revised invoice required? YES

**REQUIRED APPROVALS:**

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&amp;C Manager

Input to Wide Orbit on: \_\_\_\_\_ by \_\_\_\_\_